

File FAE

11 June 1984

MEMORANDUM FOR: Chief, Administrative Law Division/OGC
Chairperson, Fine Arts Commission ✓
Director, Office Technical Services
Chief, Real Estate & Construction
Division/OL

FROM: Chief, Audit & Certification Division/OF

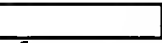
SUBJECT: Procurement of Office Decorations

REFERENCES:

A.
B.
C.
D.



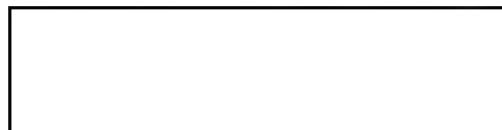
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1. Copies of the listed references are attached for your review in order for you to advise whether or not the charges should be considered as acceptable expenditures to this Agency's accounts. Each of you has a responsibility for the determination of acceptability of Agency expenditures within your respective office's charter of responsibilities. It is with the merging of your answers that this office will advise  Hopefully this office can then put together a policy for general use of this Agency's overseas and domestic installations as a guide in their decorating or re-decorating.

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2. Paragraph 2 of Reference C contains an excerpt from the Comptroller General Decision that I consider the most favorable view of the actions usually taken by Agency components when they purchase pictures, decorations, etc. In paragraph 3 of Reference C we had asked for a list of items and the dollar cost to assist in the review, but unfortunately there is only a total dollar cost quoted in Reference D.

3. It is the belief of this office that in the past items such as this would have been resolved at the local level, but with the new "Pursuit of Excellence", items are being procured



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C O N F I D E N T I A L

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at costs higher than in the past which results in questions as to their propriety. Because of the changing situation it is intended that an attempt should be made to standardize or establish basic criteria for such purchases. Also, since these purchases are really at the personal level of likes or dislikes in art or decoration there is a tendency to change decorations with the change of personnel. If a procedure of standardization can be accomplished these changes of decorations may be reduced with resulting decrease (however slight) in Agency expenditures.

4. Responses by each addressee will be appreciated. Should there be any questions please contact this office



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Attachments

As stated in Para 1

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